

VILLAGE OF BREWSTER
BOARD OF TRUSTEES
6 MAY 2020
7:30 P.M.
REGULAR MEETING
DRAFT AGENDA

The Board of Trustees of the Village of Brewster is holding a virtual regular meeting at 7:30 PM, on May 6, 2020 through Zoom Meeting. The Meeting ID is 207 812 8623 and the phone number needed to call in is 1-929-205-6099.

Attendees:

Mayor: James Schoenig
Deputy Mayor and Trustee: Christine Piccini
Trustees: Mary Bryde, George Gaspar, Tom Boissonnault
Village Police Chief:
Village Engineer: Todd Atkinson
Village Counsel: Anthony Molé
Clerk & Treasurer: Michelle Chiudina
Deputy Clerk-Treasurer:

Absent:

John Del Gardo

Donna Milazzo

Pledge to flag.

Notation of Exits

Mayor Schoenig makes a motion to open the meeting, Trustee Boissonnault 2nd, all in favor 5 to 0.

Regular Meeting

1. Parade Permit: St. Lawrence O'Toole Corpus Christi, June 14, 2020. Mr. Alan Patrie is representing St. Lawrence O'Toole Church. Mr. Patrie explains that St. Lawrence understands that the restrictions during this pandemic may not be lifted at the time of the event but if they are, St. Lawrence would like to hold the parade to celebrate Corpus Christi. The group will begin assembling at 3:45 pm at the train station, walk up Main Street, up Progress Street, down Prospect Street and end at St. Lawrence O'Toole. Mr. Patrie will inform the police and the fire department and will stay in touch if there are any changes to the event. Trustee Gaspar made a motion to approve the St. Lawrence O'Toole Corpus Christi parade waiving any fees associated with the permit and also making sure the police and fire department are updated and will keep within the guidelines and social distancing with the pandemic, Deputy Mayor Piccini 2nd, all in favor 5 to 0.
2. Monthly Reports
 - 2.1. Planning Board Report for April, 2020. Mr. Richard Lowell delivers the Planning Board Report for April, 2020. Mr. Lowell explains that the meeting held in April was to approve the prior meeting's minutes and during that meeting there was a discussion of training for the Planning Board. Deputy Mayor Piccini explains that the Board had discussed at a prior meeting to use the training funds to do in house training. Clerk Chiudina explains that she reached out to the NYS Planning Federation and only received videos that can be used as training for Boards. The Board asks Clerk Chiudina to reach out to the training administrator from PACE University, Tiffany Zezula, to see if she is available to do training through Zoom or in person in the future. Deputy Mayor Piccini commented that there was a reference from the Planning Board regarding not having pre-meetings. This is contrary to the part in our planning/zoning packet, article 1 chapter 182, where we talk about preliminary site plan review and does that section have to come out. Mr. Lowell said he doesn't think the planning board is prepared to put together a preliminary meeting. A preliminary meeting consists of less than a quorum of the board, plus a planning professional. The Town of Southeast has a planning and development professional and an attorney who can give advice to an applicant, but in the Village, we really don't have the tools available. Trustee Gaspar commented that it is important to have this in the zoning code but the pre-meeting should not be with the Planning Board but in front of the Village's consultants with input from the code enforcement officials. Trustee Gaspar recommended Rick Lowell, Todd Atkinson and himself have a taskforce regarding this matter and report back to the Board. Mayor Schoenig motioned to accept, Trustee Gaspar 2nd, all in favor 5 to 0.

- 2.2. Engineer's Reports for April, 2020. Village Engineer Todd Atkinson of Folchetti & Associates delivers the Engineer's report for April, 2020. Trustee Bryde asked about the cutter blades that were ordered in January, 2020 and it is taking 4 months for those blades to come in. Mr. Atkinson's said they are very specific blades and should be in soon. Mr. Atkinson mentions that himself, DPW Superintendent Domenic Consentino and Clerk Chiudina attended the DOT progress update on the Carmel Avenue Bridge and explains the DOT's need to move Village water and sewer lines in order to have proper drainage for the area. Deputy Mayor Piccini asked if there will be any impact on sediment when we flush the hydrants or do all the hydrants exist after where these water mains are coming from running. Mr. Atkinson said that the lower drop down will not give the hydrants any issues with holding sediment because that is the main line. Mayor Schoenig asked what will the interruption time be for service. Mr. Atkinson said he has not fully reviewed that with the contractor but the residents should not be impacted. Trustee Gaspar motions to approve Mayor Schoenig's signing the Department of Health 348 form, Deputy Mayor Piccini 2nd, all in favor 5 to 0. Mayor Schoenig motions to accept the Engineer's Reports, Trustee Bryde 2nd, all in favor 5 to 0.
- 2.3. Zoning Board Report. Clerk Chiudina states that she did not receive any report from Mr. Todd Gianguzzi for this month.
- 2.4. DPW Report for April, 2020. Mr. Domenic Consentino delivers the DPW Report. He explains that the park has been mowed and is still unsure if we are going to be allowed to open it any time soon. Trustee Bryde mentions bringing the flower baskets out to hang up in the Village by the end of May. Mayor Schoenig makes a motion to accept the DPW Report, Trustee Gaspar 2nd, all in favor 5 to 0.
3. Financial Report. Clerk Chiudina explains to the Board that the Village Office has received 65% of the water rents that were mailed out on April 1, 2020. She mentions that this is the last month of the fiscal year and that the finances appear to be sufficient enough to be able to pay for the water and sewer bonds that are due on May 15, 2020. She explains that the budget adjustments that are being proposed tonight do not include money that needs to be moved to cover the over expenditure of the Sewer Collection System. Clerk Chiudina will have those adjustments at the next meeting.
- 3.1. Budget Adjustments for FY 2020. Clerk Chiudina proposes the following budget adjustments to the 2020 Budget. Mayor Schoenig motions to accept the Budget Adjustments, Trustee Boissonnault 2nd, all in favor 5 to 0.

Budget Adjustments 5/6/20 Fiscal Year 2020

GENERAL FUND			Original Budget	Projected Budget	Variance
Budget Increase	A.1110.140	COURT CLERK 2	\$ 19,013.00	\$ 20,440.00	\$ 1,427.00
Budget Increase	A.1130.400	FINES TO STATE COMPTROLLER. CONTRACT EXP	\$ 216,823.00	\$ 219,000.00	\$ 2,177.00
Budget Increase	A.1320.400	AUDITOR.CONTRACT EXP	\$ 4,500.00	\$ 4,750.00	\$ 250.00
Budget Increase	A.1325.140	PART TIME TREASURER	\$ 12,000.00	\$ 12,866.58	\$ 866.58
Budget Increase	A.1325.400	CLERK & TREASURER.CONTRACT EXP	\$ 500.00	\$ 654.07	\$ 154.07
Budget Increase	A.1420.400	ATTORNEY.CONTRACT EXP	\$ 25,000.00	\$ 31,000.00	\$ 6,000.00
Budget Increase	A.3120.100	POLICE.PERSONAL EXP	\$ 264,078.00	\$ 288,000.00	\$ 23,922.00
Budget Increase	A.3320.110	ON STREET PARKING COURT CLERK..	\$ 19,013.00	\$ 20,513.00	\$ 1,500.00
Budget Increase	A.3620.120	ADMIN AST CODES. PERSONAL SERVICES..	\$ 10,266.00	\$ 11,466.00	\$ 1,200.00
Budget Increase	A.5182.400	STREET LIGHTING.CONTRACT EXP	\$ 25,055.00	\$ 26,855.00	\$ 1,800.00
Budget Increase	A.7020.100	PARKS & RECREATION.PERSONAL EXP	\$ 8,320.00	\$ 11,968.50	\$ 3,648.50
Budget Increase	A.9045.800	EMPLYR MTA PAYROLL TAX..	\$ 827.00	\$ 887.00	\$ 60.00
Budget Increase	A.9055.800	DISABILITY..	\$ 847.00	\$ 1,817.00	\$ 970.00
Budget Increase	A.9060.800	HEALTH INSURANCE..	\$ 68,089.00	\$ 69,989.00	\$ 1,900.00
Budget Increase	A.9089.800	MEDICARE PART B PMT..	\$ 25,048.00	\$ 27,048.00	\$ 2,000.00
Source (Underexpended Funds)	A.1110.120	COURT CLERK 1..	\$ 66,838.00	\$ 64,338.00	\$ (2,500.00)
Source (Underexpended Funds)	A.1110.140	COURT CLERK EVENING..	\$ 3,800.00	\$ 2,600.00	\$ (1,200.00)
Source (Underexpended Funds)	A.1110.150	COURT SECURITY	\$ 12,000.00	\$ 11,000.00	\$ (1,000.00)
Source (Underexpended Funds)	A.1110.400	COURT.CONTRACT EXP	\$ 23,285.00	\$ 17,785.00	\$ (5,500.00)
Source (Underexpended Funds)	A.1325.100	CLERK & TREASURER	\$ 26,000.00	\$ 24,326.54	\$ (1,673.46)
Source (Underexpended Funds)	A.1325.141	DEPUTY CLERK-TREASURER..	\$ 18,240.00	\$ 10,440.00	\$ (7,800.00)
Source (Underexpended Funds)	A.1440.400	ENGINEERING FEES MUNI.CONTRACT EXP	\$ 25,000.00	\$ 17,700.00	\$ (7,300.00)
Source (Underexpended Funds)	A.1620.400	BUILDING OPS & EQUIP.CONTRACT EXP	\$ 38,297.00	\$ 29,297.00	\$ (9,000.00)
Source (Underexpended Funds)	A.1720.100	PARKING.PERSONAL EXP	\$ 15,477.00	\$ 12,477.00	\$ (3,000.00)
Source (Underexpended Funds)	A.1720.110	PARKING. CLERK PERS SERV..	\$ 5,270.00	\$ 4,870.00	\$ (400.00)
Source (Underexpended Funds)	A.1720.400	PARKING.CONTRACT EXP	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)
Source (Underexpended Funds)	A.1910.400	UNALLOC INSURANCE.PREMIUMS.PROPERTY&LI	\$ 20,000.00	\$ 17,500.00	\$ (2,500.00)
Source (Underexpended Funds)	A.3120.110	POLICE.SOUTHEAST COURT	\$ 27,000.00	\$ 25,820.00	\$ (1,180.00)
Source (Underexpended Funds)	A.3120.120	POLICE: COMMUNITY EVENTS & PARADES	\$ 5,200.00	\$ 4,200.00	\$ (1,000.00)
Source (Underexpended Funds)	A.3320.100	HIGHWAY.PERSONAL EXP	\$ 14,290.00	\$ 12,300.64	\$ (1,989.36)
Source (Underexpended Funds)	A.1720.410	PARKING. CLERK CONTRACT..	\$ 550.00	\$ 250.00	\$ (300.00)
Source (Underexpended Funds)	A.3620.111	ASST TO CODES	\$ 5,270.00	\$ 4,870.00	\$ (400.00)

Budget Adjustments 5/6/20 Fiscal Year 2020

Source (Underexpended Funds)	A.8010.420	ZONING. MINUTES CONTRACTUAL..	\$ 300.00	\$ 167.67	\$ (132.33)
			GENERAL FUND NET		\$0.00
REFUSE FUND					
Budget Increase	C.8160.400	REFUSE AND GARBAGE.CONTRACT EXP	\$ 220,644.00	\$ 221,344.00	\$ 700.00
Budget Increase	C.9040.800	WORKERS COMP	\$ 3,513.00	\$ 4,113.00	\$ 600.00
Budget Increase	C.9055.800	DISABILITY	\$ 97.00	\$ 197.00	\$ 100.00
Source (Underexpended Funds)	C.8160.100	REFUSE AND GARBAGE.PERSONAL EXP	\$ 88,100.00	\$ 86,700.00	\$ (1,400.00)
			REFUSE FUND NET		\$0.00
WATER FUND					
Budget Increase	F.8310.121	ADMIN. ASST. CLERK PERS SERV	\$ 6,708.00	\$ 7,058.00	\$ 350.00
Budget Increase	F.8310.141	ADMIN. TREASURER -PERS SERV	\$ 10,500.00	\$ 11,261.70	\$ 761.70
Budget Increase	F.8310.150	ADMIN. POLICE PERS. SERV.	\$ 104,635.00	\$ 113,835.00	\$ 9,200.00
Budget Increase	F.8310.451	ADMIN. ENG CONTRACTUAL	\$ 2,000.00	\$ 2,080.00	\$ 80.00
Budget Increase	F.8340.400	TRANS/DIST.CONTRACT EXP	\$ 22,000.00	\$ 23,200.00	\$ 1,200.00
Budget Increase	F.9040.800	WORKERS COMP..	\$ 3,541.00	\$ 3,861.00	\$ 320.00
Budget Increase	F.9045.800	EMPLYR MTA PAYROLL TAX..	\$ 376.00	\$ 656.00	\$ 280.00
Budget Increase	F.9055.800	DISABILITY INSURANCE	\$ 385.00	\$ 785.00	\$ 400.00
Source (Underexpended Funds)	F.8310.132	DEPUTY CLERK-TREASURER	\$ 15,960.00	\$ 9,960.00	\$ (6,000.00)
Source (Underexpended Funds)	F.8310.142	ADMIN. CODE ENF. -PERS SERV	\$ 29,750.00	\$ 23,158.30	\$ (6,591.70)
			WATER FUND NET		\$0.00
SEWER FUND					
Budget Increase	G.8110.180	ADMIN POLICE PERS SERV	\$ 79,721.00	\$ 86,521.00	\$ 6,800.00
Budget Increase	G.8110.430	ADMIN ENG CONTRACTUAL	\$ 2,500.00	\$ 3,300.00	\$ 800.00
Budget Increase	G.8120.100	SEWERS COLLECTION DPW PERS SERV	\$ 5,477.00	\$ 12,477.00	\$ 7,000.00
Budget Increase	G.9040.800	WORKERS COMP..	\$ 6,640.00	\$ 6,960.00	\$ 320.00
Budget Increase	G.9045.800	EMPLYR MTA PAYROLL TAX..	\$ 184.00	\$ 264.00	\$ 80.00
Budget Increase	G.9055.800	DISABILITY..	\$ 183.00	\$ 333.00	\$ 150.00
Budget Increase	G.9060.800	HEALTH INSURANCE..	\$ 11,611.00	\$ 13,511.00	\$ 1,900.00
Budget Increase	G.9710.630	SERIAL BONDS PRINCIPLE WWTP	\$ 45,000.00	\$ 60,000.00	\$ 15,000.00
Source (Underexpended Funds)	G.1910.400	UNALLOC INSURANCE.PREMIUMS.PROPERTY&LI	\$ 6,875.00	\$ 6,175.00	\$ (700.00)
Source (Underexpended Funds)	G.8110.120	ADMIN. CLERK PERS SERV	\$ 9,750.00	\$ 8,932.40	\$ (817.60)
Source (Underexpended Funds)	G.8110.130	ADMIN. TREAS PERS SERV .	\$ 6,450.00	\$ 4,823.77	\$ (1,626.23)
Source (Underexpended Funds)	G.8110.150	DEPUTY CLERK-TREASURER	\$ 4,890.00	\$ 4,290.00	\$ (600.00)
Source (Underexpended Funds)	G.8110.160	ADMIN CODE ENF PERS SERV	\$ 12,750.00	\$ 7,750.00	\$ (5,000.00)
Source (Underexpended Funds)	G.8110.170	ADMIN ASST CODE PER SERV	\$ 6,803.00	\$ 6,003.00	\$ (800.00)
Source (Underexpended Funds)	G.8110.400	SEWER ADMINISTRATION.CONTRACT EXP	\$ 12,044.00	\$ 10,244.00	\$ (1,800.00)
Source (Underexpended Funds)	G.8110.420	ADMIN. ATTY CONTRACTUAL	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
Source (Underexpended Funds)	G.8110.440	ADMIN ENG STRMWTR PH II	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)
Source (Underexpended Funds)	G.8110.460	ADMIN POLICE CONTRACT	\$ 18,579.00	\$ 16,579.00	\$ (2,000.00)
Source (Underexpended Funds)	G.8110.490	ADMIN ST LGHTS CONTRACT	\$ 1,600.00	\$ 1,393.83	\$ (206.17)
Source (Underexpended Funds)	G.8130.410	SEWER PLANT OPS CONTRACT	\$ 675,000.00	\$ 658,500.00	\$ (16,500.00)
			SEWER FUND NET		\$0.00

4. Minutes for approval.

4.1. April 15, 2020 Minutes. Trustee Bryde motions to approve the April 15, 2020 regular meeting minutes, Deputy Mayor Piccini 2nd, all in favor 5 to 0.

4.2. April 29, 2020 Minutes. Trustee Bryde motions to approve the April 29, 2020 special meeting minutes, Deputy Mayor Piccini 2nd, all in favor 5 to 0.

5. Summer Hours for the Village Office, Court, and Department of Public Works starting the day after Memorial Day, Tuesday, May 26, 2020; Village Office, Court & DPW will report to work ½ hour early each day and leave 2 ½ hours early on Fridays. 8:00 a.m. to 4:00 p.m. Monday through Thursday, 8:00 a.m. to 1:30 p.m. Friday. Normal hours, 8:30 a.m. to 4:00 p.m. Monday through Friday, to resume the day after Labor Day, Tuesday, September 3, 2020. Mayor Schoenig motions to approve summer hours as written, Trustee Gaspar 2nd, all in favor 5 to 0.

6. Vouchers Payable – Trustee Bryde reviewed the vouchers in the office and found everything in order.

6.1. A -	GENERAL FUND	\$28,276.47
6.2. C –	REFUSE & GARBAGE	1,155.41
6.3. F -	WATER FUND	37,269.88
6.4. G -	SEWER FUND	51,068.83
6.5. H63-	TONETTA BROOK MARVIN AVE HEADWALL	17.91
6.6. TA -	TRUST & AGENCY	5,953.96

Total Vouchers Payable \$123,742.46

Mayor Schoenig motions to accept the vouchers payable as written, Trustee Gaspar 2nd, all in favor 5 to 0.

7. Other Business

- 7.1. Deputy Mayor Piccini discusses the drawings that the Village received for a project at 861 Route 22. The Board agrees that a formal application, including the escrow fees, needs to be submitted to the Village of Brewster in order to continue the reviewing process. Counsel Molé states that any applicant should go through the Building Department to be reviewed and the Code Enforcement Officer or the Building Inspector will give their feedback and sign off when it is completed. The Board discusses the process in length and what is needed from an applicant in order to move forward in any process, which outlined in the Village Code. Clerk Chiudina will advise the Building Department to inform the applicant that a formal application needs to be submitted along with the appropriate fees.
- 7.2. Trustee Bryde shares that the Memorial Day Ceremony will not happen and neither will the Music Festival. From her understanding, Flag Day may be canceled as well if social distancing is not possible. Trustee Bryde asks about Earth Day with the Town of Southeast. Clerk Chiudina shares an email that Town of Southeast Councilman John Lord sent out that the Town is giving out bags upon request until the weekend of May 16th. Deputy Mayor Piccini notes of a food drive that was happening the weekend of Earth Day in the Town of Southeast by store owners and Senator Harckham was there.

8. New Business

- 8.1. Mayor Schoenig was contacted by United Way to do a food drive in the Village of Brewster and all of the food that is collected will stay within the Village. United Way's organizer Faith Butcher will be giving us a date and time as soon as possible, it may be May 15th or 16th but he will inform the Board and the public once he knows more. Trustee Bryde notes that all of the local food pantries are being inundated with the amount of food they are receiving and says the Italian American Club's food drive was very success and they brought the left-over food to the Putnam Hospital workers. Mayor Schoenig mentions that he put the Putnam Community Foundation in contact with the United Way and Putnam County 2-1-1 so those people are now receiving meals.
- 8.2. Deputy Mayor Piccini notes the Facebook complaint about two police officers standing too close together without wearing masks and Mayor Schoenig mentions that the post has been taken down.

9. Public Comment

- 9.1. Scott Seaman announces that the Brewster Schools are closed but the teachers and students are doing distant learning. He also mentions that there is a committee to have some kind of graduation celebration for the seniors and possibly incorporating the Village businesses and offices. Mr. Seaman mentions that he is with the Knights of Columbus at St. Lawrence and appreciates the Board fitting in the permit for the Corpus Christi celebration and hopes they can have it. Mr. Seaman also notes that he has volunteers that can help with the food drive with the United Way. Mayor Schoenig heard that North Salem High School is renting the drive-in movie theater in Armenia for their graduation. Mr. Seaman says that it is possible for that school to do that because they have about 90 graduates and Brewster has over 300 and the drive-in only fits about 200 cars but they are looking into other possible locations.

10. Mayor Schoenig motions to go into Executive Session and no action will be taken afterwards, Deputy Mayor Piccini 2nd, all in favor 5 to 0.

11. Mayor Schoenig motions to come out of Executive Session and Adjourn, Trustee Bryde 2nd, all in favor 5 to 0.